

Mandatory Reference: 501
 File Name: 501maa_102303_cd33
 Revision: 10/23/2003

ADS Chapters and Authors

If you have a question about a specific ADS chapter, please contact the office responsible for that chapter. If you would like to create ADS material for one of the subjects listed below, you must contact the point of contact listed with that subject and Cynthia Staples, M/AS/IRD, (202) 712-0798 or Sue Collier and Stephanie Leveque, M/AS/IRD - CCI, Inc., (703) 276-7336. An asterisk next to a chapter number indicates that the chapter or an associated mandatory reference was new or revised for ADS CD 33.

| SERIES 100 – AGENCY ORGANIZATION AND LEGAL AFFAIRS | | | |
|---|--|---|--|
| No. | Chapter Title | Responsible Office | Point of Contact |
| *101 | Agency Programs and Functions | M/HR/PPIM/PP 2.09-015 RRB Washington, DC 20523-2900 | Deborah Lewis 202-712-0936 |
| 102 | Agency Organization | M/HR/PPIM/PP 2.09-015 RRB Washington, DC 20523-2900 | Deborah Lewis 202-712-0936 |
| 103 | Delegations of Authority | GC/LP 6.06-082 RRB Washington, DC 20523-6610 | Jan Miller 202-712-4174 |
| 104 | Performance of Commercial Activities within USAID | M/HR/PPIM/PP 2.09-015 RRB Washington, DC 20523-2900 | Deborah Lewis 202-712-0936 Patrick Brown 202-712-5500 |
| 105 | Committee Management | M/MPI/MIC 2.10-008 RRB Washington, DC 20523-2101 | Lorraine Morton 202-712-0921 |
| 106 | Delegations of Authority and Orders of Succession During a National Security Emergency | GC/LP 6.06-082 RRB Washington, DC 20523-6610 | Bob Lester 202-712-4984 |
| 110 | Equal Employment Opportunity | EOP 2.09-078 RRB Washington, DC 20523-2901 | David Grim 202-712-0228 |
| 151 | Reporting and Management of Litigation | GC/LE 6.06-082 RRB Washington, DC 20523-6610 | Bill Buckhold 202-712-1903 |
| 152 | Tort Claims | GC/LE 6.06-082 RRB Washington, DC 20523-6610 | Bill Buckhold 202-712-1903 |

| | | | |
|-----|---|--|-------------------------------|
| 153 | Indemnification of Employees, and Representation of Employees by the Department of Justice or Private Counsel at Government Expense | GC/LE 6.06-082 RRB Washington, DC 20523-6610 | Bill Buckhold 202-712-1903 |
| 154 | Procurement of Legal Services | GC/LE 6.06-082 RRB Washington, DC 20523-6610 | Bill Buckhold 202-712-1903 |

| SERIES 200 - USAID PROGRAMMING POLICY | | | |
|--|---|---|-----------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| *200 | Introduction to Managing for Results | PPC/SPP 6.07-051 RRB Washington, DC 20523-6802 | Bradford Greene 202-712-4493 |
| 201 | Planning | PPC/SPP 6.07-051 RRB Washington, DC 20523-6802 | Bradford Greene 202-712-4493 |
| 202 | Achieving | PPC/SPP 6.07-051 RRB Washington, DC 20523-6802 | Bradford Greene 202-712-4493 |
| 203 | Assessing and Learning | PPC/SPP 6.07-051 RRB Washington, DC 20523-6802 | Bradford Greene 202-712-4493 |
| 204 | Environmental Procedures | EGAT/ESP 6.08-072 RRB Washington, DC 20523-6802 | James Hester 202-712-5176 |
| 205 - RESERVED | | | |
| 206 | Prohibition of Assistance to Drug Traffickers | PPC/SPP 6.07-051 RRB Washington, DC 20523-6802 | Edwin Hullander 202-712-0809 |
| 207-209 - RESERVED | | | |
| 210 | Tobacco Policy | PPC/P 6.07-076 RRB Washington, DC 20523-6802 | Richard Cornelius 202-712-4615 |
| 211 - RESERVED | | | |
| 212 | Breastfeeding Promotion Policy | PPC/P 6.07-076 RRB Washington, DC 20523-6802 | Richard Cornelius 202-712-4615 |
| 213-215 - RESERVED | | | |
| 216 | USAID-Higher Education Community Partnership | PPC/P 6.07-004 RRB Washington, DC 20523-6802 | Lynne Shaberg 202-712-1891 |
| 217-218 - RESERVED | | | |
| 219 | Microenterprise Development | PPC/P 6.07-004 RRB Washington, DC 20523-6802 | Michael Crosswell 202-712-0293 |
| 220 - RESERVED | | | |

| SERIES 200 - USAID PROGRAMMING POLICY | | | |
|--|--|--|--|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 221 | USAID's Procedures for Implementing International Agreements for Tied and Untied Aid | PPC/P 6.07-006 RRB Washington, DC 20523-6802 | Bill McCormick 202-712-0341 |
| 222-224 - RESERVED | | | |
| 225 | Program Principles for Trade and Investment Activities and the "Impact on U.S. Jobs" and "Workers' Rights" | PPC/P 6.07-006 RRB Washington, DC 20523-6802 | Edwin Hullander 202-712-0809 |
| 226-248 - RESERVED | | | |
| 249 | Development Credit Authority (DCA) | GC/EGAT 6.06-096 RRB Washington, DC 20523-6601 | Michael Kitay 202-712-5019 |
| 250 | Urban and Environment Credit Program (UE Credit Program) | EGAT/EIT 2.10-112 RRB Washington, DC 20523-2110 | Peter Pirnie 202-712-1712 |
| 251 | International Disaster Assistance | DCHA/OFDA 8.07-104 RRB Washington, DC 20523-8700 | Tamra Halmrast-Sanchez 202-712-0213 |
| 252 - RESERVED | | | |
| 253 | Training for Development | EGAT/HCD RRB 3.09-094 Washington, DC 20523-3900 | Jim Nindel 202-712-5317 |
| 254-259 - RESERVED | | | |
| *260 | Geographic Codes | PPC/SPP 6.07-051 RRB Washington, DC 20523-6802 | Bradford Greene 202-712-4493 |
| 261-299 - RESERVED | | | |

| SERIES 300 - ACQUISITION & ASSISTANCE | | | |
|--|---|---|---------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 301 | Responsibility for Procurement | M/OP/POL 7.09-074 RRB Washington, DC 20523-7801 | Carol Ketrick 202-712-1382 |
| *302 | USAID Direct Contracting | M/OP/POL 7.08-094 RRB Washington, DC 20523-7801 | Fran Maki 202-712-4978 |
| 303 | Grants and Cooperative Agreements to Non-Governmental Organizations | M/OP/POL 7.08-096 RRB Washington, DC 20523-7801 | Allen Eisenberg 202-712-1467 |
| 304 | Choice of Implementation Instrument | M/OP/POL 7.09-074 RRB Washington, DC 20523-7801 | Carol Ketrick 202-712-1382 |
| 305 | Host Country Contracts | M/OP/POL 7.08-095 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |

| SERIES 300 - ACQUISITION & ASSISTANCE | | | |
|--|--|---|---------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| *306 | Interagency Agreements | M/OP/POL 7.08-096 RRB Washington, DC 20523-7801 | Allen Eisenberg 202-712-1467 |
| 307 | Commodity Import Programs | M/OP/POL 7.08-094 RRB Washington, DC 20523-7801 | Fran Maki 202-712-4978 |
| 308 | Grants and Cooperative Agreements with Public International Organizations | M/OP/POL 7.08-096 RRB Washington, DC 20523-7801 | Allen Eisenberg 202-712-1467 |
| 309 - RESERVED | | | |
| 310 | Source, Origin and Nationality | M/OP/POL 7.08-094 RRB Washington, DC 20523-7801 | Fran Maki 202-712-4978 |
| 311 | Local Procurement | M/OP/POL 7.09-092 RRB Washington, DC 20523-7801 | Raquel Powell 202-712-0778 |
| 312 | Eligibility of Commodities | M/OP/POL 7.08-094 RRB Washington, DC 20523-7801 | Fran Maki 202-712-4978 |
| 313 | Eligibility of Suppliers and Contractors | M/OP/POL 7.08-094 RRB Washington, DC 20523-7801 | Fran Maki 202-712-4978 |
| 314 | Eligibility of Delivery Services | M/OP/POL 7.08-094 RRB Washington, DC 20523-7801 | Fran Maki 202-712-4978 |
| 315 | Cargo Preference | M/OP/POL 7.08-094 RRB Washington, DC 20523-7801 | Fran Maki 202-712-4978 |
| 316 | Procurement Under Intermediate Institutions | M/OP/POL 7.09-092 RRB Washington, DC 20523-7801 | Raquel Powell 202-712-0778 |
| 317 | Procurement Under Fixed Amount Reimbursement Activities | M/OP/POL 7.09-092 RRB Washington, DC 20523-7801 | Raquel Powell 202-712-0778 |
| 318 | Patent Rights | M/OP/POL 7.09-092 RRB Washington, DC 20523-7801 | Raquel Powell 202-712-0778 |
| 319 - RESERVED | | | |
| *320 | Marking | M/OP/POL 7.08-096 RRB Washington, DC 20523-7801 | Allen Eisenberg 202-712-1467 |
| 321 | Small Business Programs, Disadvantaged Enterprises and Minority Serving Institutions | M/OP/POL 7.08-105 RRB Washington, DC 20523-7801 | Diane Howard 202-712-0206 |

| SERIES 300 - ACQUISITION & ASSISTANCE | | | |
|--|---|---|----------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 322 | Procurement of Insurance | M/OP/POL 7.08-094 RRB Washington, DC 20523-7801 | Fran Maki 202-712-4978 |
| 323 | Metric Specifications | M/OP/POL 7.08-095 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 324 | Post Procurement | M/OP/POL 7.09-092 RRB Washington, DC 20523-7801 | Raquel Powell 202-712-0778 |
| 325-329 - RESERVED | | | |
| 330 | Source Rules for Administrative Procurement | M/OP/POL 7.08-105 RRB Washington, DC 20523-7801 | Diane Howard 202-712-0206 |
| *331 | Small and Micro Purchases in USAID/W | M/OP/POL 7.08-095 RRB Washington, DC 20523-7801 | Ken Monsess 202-712-4913 |
| 332-348 - RESERVED | | | |
| 349 | International Agreements | GC/ANE 6.06-082 RRB Washington, DC 20523-6601 | Michael Williams 202-712-4266 |
| 350 | Grants to Foreign Governments | GC/CCM 6.06-074 RRB Washington, DC 20523-6601 | Jan Miller 202-712-4174 |
| 351-399 - RESERVED | | | |

| SERIES 400 - PERSONNEL | | | |
|-------------------------------|--|--|-------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 401-404 - RESERVED | | | |
| 405 | Telecommuting | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 406 - RESERVED | | | |
| 407 | Acquired Immune Deficiency Syndrome in the Workplace | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 408 | Alcohol and Drug Abuse Assistance Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 409 - RESERVED | | | |
| 410 | Drug Free Workplace Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 411 - RESERVED | | | |

| SERIES 400 - PERSONNEL | | | |
|-------------------------------|--|--|-------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 412 | Reemployment Rights | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 413 | Civil Service Appointments and Employment | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 414 - RESERVED | | | |
| 415 | Civil Service to Foreign Service Appointment Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 416-417 - RESERVED | | | |
| 418 | Promotion and Internal Placement | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 419-421 - RESERVED | | | |
| 422 | Personnel Operations: Senior Foreign Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 423 | Personnel Operations: Senior Executive Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 424-431 - RESERVED | | | |
| 432 | Details - Civil and Foreign Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 433 - RESERVED | | | |
| 434 | Details and Transfers to International Organizations - Civil Service (CS) and Foreign Service (FS) | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 435 | Commissions, Titles and Rank | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 436 - RESERVED | | | |
| 437 | Temporary Assignments under the Intergovernmental Personnel Act | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 438-441 - RESERVED | | | |
| 442 | Workers' Compensation Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 443 | Special Assistance to Employees/Beneficiaries | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 444-445 - RESERVED | | | |

| SERIES 400 - PERSONNEL | | | |
|-------------------------------|---|--|-------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 446 | Termination During Probation - Civil Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 447-449 - RESERVED | | | |
| 450 | Termination of Time-Limited Appointments - Foreign Service (FS) | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 451 - RESERVED | | | |
| 452 | Reduction in Force - Civil Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 453 | Furlough - Civil Service and Foreign Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 454 | Reduction in Force - Foreign Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 455 | Reduction in Force in the Senior Executive Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 456 | Personnel Operations: Position Classification | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 457-458 - RESERVED | | | |
| 459 | International Development Intern Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 460 | Presidential Management Intern Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 461 - RESERVED | | | |
| 462 | Employee Evaluation Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 463 | Foreign Service Boards | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 464-466 - RESERVED | | | |
| 467 | Federal Employees Pay Comparability Act of 1990 (FEPCA) Authorities | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 468 | Foreign Service (FS) Personnel Recruitment | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |

| SERIES 400 - PERSONNEL | | | |
|-------------------------------|---------------------------------------|--|-------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 469 | Civil Service Personnel Recruitment | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 470 | Pay Under the Foreign Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 471 | Pay under the General Schedule | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 472 | Premium Compensation | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 473 | Pay Under Prevailing Rate Systems | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 474 | Salary and Grade Retention | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 475 - RESERVED | | | |
| 476 | Benefits | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 477 | Allowances and Differentials | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 478 | Payments to Missing Employees | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 479 | Hours of Duty | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 480 | Leave | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 481 | Family and Medical Leave (FML) | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 482 | Voluntary Leave Transfer Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 483-484 - RESERVED | | | |
| 485 | Disciplinary Action - Foreign Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |

| SERIES 400 - PERSONNEL | | | |
|-------------------------------|--|--|-------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 486 | Grievances - Foreign Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 487 | Disciplinary and Adverse Actions Based on Misconduct - Civil Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 488 - RESERVED | | | |
| 489 | Performance Based Actions - Civil Service | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 490 | Agency Administrative Grievance Procedure | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 491 | USAID Awards Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 492-493 - RESERVED | | | |
| 494 | Civil Service Retirement | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 495 | Foreign Service National Personnel Administration | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 496 | FSN Emergency Health and Accident Coverage (HAC) | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| 497-498 - RESERVED | | | |
| 499 | Overseas Employment Program | M/HR/OD 2.09-026 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
|---|---------------------------------------|---|---|
| No. | Chapter Title | Responsible Office | Point of Contact |
| *501 | The Automated Directives System (ADS) | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Cynthia Staples 202-712-0798 |
| 502 | The USAID Records Management Program | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Tanya Broadnax 202-712-0164 Cynthia Staples 202-712-0798 |
| 503 | Correspondence Management | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Cynthia Staples 202-712-0798 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
|---|--|---|-----------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| *504 | Agency Notices | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Cynthia Staples 202-712-0798 |
| 505 | Forms Management Program | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Beverly Johnson 202-712-1365 |
| 506 | Reports Management | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Beverly Johnson 202-712-1365 |
| 507 | Freedom of Information Act | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Joanne Paskar 202-712-1217 |
| 508 | Privacy Act - 1974 | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Joanne Paskar 202-712-1217 |
| 509 | Creating, Altering, or Terminating a System of Records (Records Pertaining to Individuals) | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Joanne Paskar 202-712-1217 |
| 510 | Mandatory Declassification Review | M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701 | Beverly Johnson 202-712-1365 |
| 511 - RESERVED | | | |
| 512 | Agency Printing and Graphics Services | M/AS/CPD B2-06.02 RRB Washington, DC 20523-0200 | Bob Coston 202-712-1568 |
| 513 | Mail Management | M/AS/CPD B2-06.02 RRB Washington, DC 20523-0200 | Al Brock 202-712-0181 |
| 514 | Parking Program Administration | M/AS/OD 4.06-132 RRB Washington, DC 20523-4601 | Karen Vassallo 202-712-4410 |
| 515 | Metro Transit Subsidy Program | M/AS/CPD 4.10-091 RRB Washington, DC 20523-4100 | Stephanie Teasley 202-712-0178 |
| 516-517 - RESERVED | | | |
| 518 | Personal Property Management (Domestic) | M/AS/CPD 4.10-093 RRB Washington, DC 20523-4100 | James Taylor 202-712-5944 |
| 519 | Building Services | M/AS/CPD 4.10-093 RRB Washington, DC 20523-4100 | James Taylor 202-712-5944 |
| 520 | International Cooperative Administrative Support Services (ICASS) | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
|---|---|---|------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 521 | Claims for Losses of Private Personal Property | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 522 | Performance of Temporary Duty Travel in the U.S. and Abroad | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 523 | Foreign Service Assignment Travel | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 524 | Entitlement for Domestic Relocation | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 525 | Separation/Retirement Travel for Foreign Service Employees | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| 526 | USAID Guest House Services | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| *527 | Functions of the Mission Executive Officer | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 528 | Energy Management and Planning Program for USAID Buildings | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 529 | Safety Program | M/AS/CPD 4.10-010 RRB Washington, DC 20523-4100 | Paul Booze 202-712-5914 |
| 530 | Emergency Planning Overseas | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 531 | Continuity of Operations Program | M/AS/CPD 4.10-010 RRB Washington, DC 20523-4100 | Paul Booze 202-712-5914 |
| 532 | Employee Operated Services and Facilities | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 533 | Purchasing for USAID's Overseas Activities | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 534 | Personal Property Management Overseas | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 535 | Real Property Management Overseas | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
|---|---|---|---------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 536 | Use and Control of Official Vehicles | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 537 | Professional Liability Insurance | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 538 - RESERVED | | | |
| 539 | Overseas Schools Program | M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601 | Nora Lewis 202-712-1899 |
| 540 | USAID Development Experience Information and Reference Services | PPC/CDIE/DIO 6.07-106 RRB Washington, DC 20523-6701 | Lee White 202-712-4696 |
| 541 | Information Management | M/AA 2.10-009 RRB Washington, DC 20523-2120 | Margaret Miller 202-712-1054 |
| 542 | Planning and Budgeting for Information Technology (IT) Resources | M/AA 2.10-009 RRB Washington, DC 20523-2101 | Margaret Miller 202-712-1054 |
| 543 | Corporate Information Systems | M/AA 2.10-009 RRB Washington, DC 20523-2101 | Margaret Miller 202-712-1054 |
| 544 | Technical Architecture Design, Development and Management | M/AA 2.10-009 RRB Washington, DC 20523-2101 | Margaret Miller 202-712-1054 |
| 545 | Information Systems Security | M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120 | Joyce Cosby 202-712-5198 |
| 546 | Acquisition of Operating Expense (OE)- Funded Federal Information Technology (IT) Resources | M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120 | Joyce Cosby 202-712-5198 |
| 547 | Property Management of Information Technology (IT) Resources | M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120 | Joyce Cosby 202-712-5198 |
| 548 | Program-Funded Information Technology (IT) | M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120 | Joyce Cosby 202-712-5198 |
| 549 | Telecommunications Management | M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120 | Joyce Cosby 202-712-5198 |
| 550 | End-User Applications | M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120 | Joyce Cosby 202-712-5198 |
| 551 | Data Administration | M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120 | Joyce Cosby 202-712-5198 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
|---|--|--|-----------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 552 | Classified Information Systems Security | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 553 | Congressional Inquiries | LPA/SCP 6.10-020 RRB Washington, DC 20523-6100 | Mary Felder 202-712-4330 |
| 554 | Congressional Witnesses | LPA/SCP 6.10-020 RRB Washington, DC 20523-6100 | Mary Felder 202-712-4330 |
| 555 | Congressional Delegations | LPA/SCP 6.10-020 RRB Washington, DC 20523-6100 | Mary Felder 202-712-4330 |
| 556 | Congressional Reports | LPA/SCP 6.10-020 RRB Washington, DC 20523-6100 | Mary Felder 202-712-4330 |
| 557 | Public Information | LPA/SCP 6.10-020 RRB Washington, DC 20523-6100 | Mary Felder 202-712-4330 |
| 558 | Public Activity | LPA/SCP 6.10-020 RRB Washington, DC 20523-6100 | Mary Felder 202-712-4330 |
| 559 | Inquiries from the News Media | LPA/SCP 6.10-020 RRB Washington, DC 20523-6100 | Mary Felder 202-712-4330 |
| 560 | News Releases and Services | LPA/SCP 6.10-020 RRB Washington, DC 20523-6100 | Mary Felder 202-712-4330 |
| 561 | Security Responsibilities | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 562 | Physical Security Programs (Overseas) | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 563 | Armored Vehicle Program | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 564 | Security Communications | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 565 | Physical Security Programs (Domestic) | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 566 | U.S. Direct-Hire and PASA/RSSA Personnel Security Program | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
|---|---|---|---|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 567 | Classified Contracts, Grants, Cooperative Agreements, and Contractor/Recipient Personnel Security | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 568 | National Security Information and Counterintelligence Security Program | SEC/PSP 2.06-005 RRB Washington, DC 20523-2600 | Jeff Denale 202-712-1264 |
| 569-577 – RESERVED | | | |
| *577 | Information Technology Capital Planning and Investment Control | M/AA 2.10-009 RRB Washington, DC 20523-2120 | Margaret Miller 202-712-1054 |
| 578 | Information Quality Guidelines | M/AA 2.10-009 RRB Washington, DC 20523-2120 | Margaret Miller 202-712-1054 |
| 579-589 - RESERVED | | | |
| 590 | Audit | IG/A/HLC 8.09-065 RRB Washington, DC 20523-8900 | Darren Roman 202-712-1127 |
| 591 | Financial Audits of USAID Contractors, Grantees And Host Government Recipients | M/MPI/MIC 2.10-044 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-096 RRB Washington, DC 20523-8901 | Gloria White 202-712-5339 Bill Murphy 202-712-1304 |
| 592 | Performance Audits | M/MPI/MIC 2.10-044 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-096 RRB Washington, DC 20523-8901 | Gloria White 202-712-5339 Darren Roman 202-712-1127 |
| 593 | Reviews Conducted by the General Accounting Office (GAO) | M/MPI/MIC 2.10-008 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-096 RRB Washington, DC 20523-8901 | Lorraine Morton 202-712-0921 Darren Roman 202-712-1127 |
| 594 | Audits of USAID's Annual Financial Statement | IG/A/HLC 8.09-065 RRB Washington, DC 20523-8900 | Bill Murphy 202-712-1304 |
| 595 | Audit Management Program | M/MPI/MIC 2.10-044 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-096 RRB Washington, DC 20523-8901 | Gloria White 202-712-5339 Darren Roman 202-712-1127 |
| 596 | Management Accountability and Control | M/MPI/ 2.10-032 RRB Washington, DC 20523-2101 | Bill Fuller 202-712-0566 |

| SERIES 500 - MANAGEMENT SERVICES | | | |
|---|----------------------|---------------------------|-------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 597-599 - RESERVED | | | |

| SERIES 600 - BUDGET AND FINANCE | | | |
|--|--|--|-------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 601 | Funding Source Policy | PPC/RA/SB 6.09-047 RRB Washington, DC 20523-6802 | Eileen White 202-712-0924 |
| 602 | Forward Funding of Program Funds | PPC/RA/PA 6.09-042 RRB Washington, DC 20523-6802 | James Painter 202-712-0280 |
| 603 | Forward Funding, Non-Program Funds | PPC/RA/SB 6.09-047 RRB Washington, DC 20523-6802 | Eileen White 202-712-0924 |
| 604-609 - RESERVED | | | |
| 610 | Use of Entertainment Account, Representation Allowances, and Program and Operating Expense Funds for Entertainment | GC/EA 6.06-053 RRB Washington, DC 20523-6601 | James Peters 202-712-4185 |
| 611-619 - RESERVED | | | |
| *620 | Financial Management Principles and Standards | M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| 621 | Obligations | M/MPI/MIC 2.10-044 RRB Washington, DC 20523-2101 | Gloria White 202-712-5339 |
| 622 - RESERVED | | | |
| 623 | Financial Management of Credit Programs | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Joe Keady 202-712-5744 |
| 624 | Host Country-Owned Foreign Currency | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Joe Keady 202-712-5744 |
| 625 | Administrative Accounts Receivable | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Joe Keady 202-712-5744 |
| 626 - RESERVED | | | |
| 627 | Local Currency Trust Fund Management | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Joe Keady 202-712-5744 |
| 628 | Gifts and Donations and Dollar Trust Fund Management | M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| 629 | Accounting for USAID Owned Property and Internal Use Software | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Joe Keady 202-712-5744 |

| SERIES 600 - BUDGET AND FINANCE | | | |
|--|---|---|----------------------------------|
| No. | Chapter Title | Responsible Office | Point of Contact |
| 630 | Payables Management | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Joe Keady 202-712-5744 |
| 631 | Accrued Expenditures | M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| 632 - RESERVED | | | |
| 633 | Financial Management Aspects of Temporary Duty Travel (TDY) | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Beverly McDonald 202-712-5744 |
| 634 | Administrative Control of Funds | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Joe Keady 202-712-5744 |
| 635 | Working Capital Fund | M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| 636 | Program Funded Advances | M/FM/PPC 2.10-020 RRB Washington, DC 20523-2100 | Shawn Barrett 202-712-0519 |
| 637 | U.S. Personal Services Contractors 401(k) Defined Contribution Pension Plan | M/FM/PPC 2.10-024 RRB Washington, DC 20523-2100 | Dave Bilker 202-712-0269 |
| 638-699 - RESERVED | | | |

| ACTIVE HANDBOOKS | | | |
|-------------------------|---|---|---------------------------------|
| No. | Handbook Title | Responsible Office | Point of Contact |
| HB 9 | Food for Peace (HB 9 is no longer an active Handbook but is considered an Additional Help document.) | DCHA/FFP 7.06-155 RRB Washington, DC 20523-7600 | Jim Thompson 202-712-4272 |
| HB 18, Part 3, Ch. 13 | Policies and Procedures Communications Review Board | LPA/AA Part 3, 6.10-007 RRB Washington, DC 20523-6100 | Rick Marshall 202-712-5976 |
| HB 18, Part 5, App. D | Geographic Codes | PPC/DEI 6.09-066 RRB Washington, DC 20523-6802 | Bradford Greene 202-712-4493 |
| HB 19 - active chapters | Financial Management | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Joe Keady 202-712-5744 |
| HB 20, Ch. 10 | Duty Officer | ES 6.08-055 RRB Washington, DC 20523-6801 | Linda Atkinson 202-712-4965 |
| HB 23, Ch. 11 | Regional Conferences | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |

| ACTIVE HANDBOOKS | | | |
|-----------------------------|--|---|-------------------------------|
| No. | Handbook Title | Responsible Office | Point of Contact |
| HB 24, Ch. 2 | Employee Responsibilities, Conduct and Political Activity | GC/EA 6.06-084 RRB Washington, DC 20523-6601 | James Peters 202-712-4785 |
| HB 25, Ch. 35 | Foreign Service Appointments | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| HB 25, Ch. 36 | Foreign Service Assignments and Tours of Duty | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| HB 25, Ch. 39 | Executive Level Assignments - AID Foreign Service | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| HB 25, Ch. 40, Supplement D | Limited Career Extension Precepts for Senior Foreign Service Employees | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| HB 25, Ch. 40, Supplement E | Performance Awards for Foreign Service Employees | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| HB 25, Ch. 42 | Consultation | M/AS/TT 4.08-004 RRB Washington, DC 20523-4800 | Diane Carter 202-712-0835 |
| HB 25, Ch. 46 | Career Development Program | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| HB 26, Ch. 7 | Salary Allotments and Deductions | M/FM/PPC 2.10-022 RRB Washington, DC 20523-2052 | Joe Keady 202-712-5744 |
| HB 28, active chapters | Training and Staff Development | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| HB 30, Ch. 3 | Foreign Service Retirement and Disability System | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| HB 32, Ch. 1 | Official Personnel Files and Records | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |
| HB 32, Ch. 3 | Work Force Resource Allocation and Employment Controls | M/HR/OD 2.09-018 RRB Washington, DC 20523-2900 | Patrick Brown 202-712-5500 |